



Maritime  
Academy  
Trust

## Executive Remuneration Policy

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## 1. Introduction

1.1 This policy sets out the framework that the Trust will use to determine initial remuneration arrangements for the CEO and Executive Team. Initial arrangements may be subject to subsequent review if there are changes to individual roles and responsibilities or if the Trust context changes.

## 2. Scope

2.1 This policy applies to the Trust Executive Team. For the purpose of this policy, Executive Team means the Chief Executive Officer (**CEO**), Deputy Chief Executive Officer, Chief Operation Officer, Chief Financial Officer, Educational Partnerships Lead, HR Director or any others identified as such by the CEO.

## 3. Roles & Responsibilities

3.1 The Trust Board will be responsible for setting the framework for decisions that determine senior level pay and will ensure that it is applied to the remuneration arrangements for the CEO. This responsibility will be delegated to the Pay and Remuneration Committee (PRC).

3.2 The CEO will ensure that the framework set out in this document is applied when making recommendations to the Trust Board regarding remuneration arrangements for the Executive Team.

## 4. Legislation and Guidance

4.1 The Department for Education set out the following requirements in respect of Executive Pay:

- Salaries must be justified
- Salaries must reflect individual responsibilities
- Salaries must demonstrate value for money

The DfE is also clear that there must be compliance with the Academy Trust Handbook:

**2.30** The board of trustees **must** ensure its decisions about levels of executive pay (including salary and other benefits) follow a robust evidence-based process and are reflective of the individual's role and responsibilities. No individual can be involved in deciding their own remuneration.

**2.3.1.** The board **must** discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:

- Process - that the procedure for determining executive pay and benefits and keeping them proportionate is agreed by the board in advance and documented.
- Independence - decisions about executive pay reflect independent and objective scrutiny by the board and that conflicts of interest are avoided.
- Robust decision-making - factors in determining pay are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been taken into account.
- Proportionality - pay and benefits represent good value for money and are defensible relative to the public sector market.
- Documentation - the rationale behind the decision-making process, including whether the level of pay reflects value for money, is recorded and retained.
- A basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.
- Understanding that inappropriate pay can be challenged by DfE, particularly in instances of poor financial management of the trust.

## **5. Affordability**

5.1 The Trust Board will ensure that remuneration of the Executive Team is in keeping with the 'Nolan Principles' and is affordable and sustainable in the longer term.

## **6. Executive Pay in Relation to Teachers Pay**

6.1 Annual inflation increases will be applied at the same rate as Teachers and the pay of the Executive Team will not increase at a faster rate than teachers.

## **7. Job Descriptions**

7.1 All post holders will have a Job Description and Person Specification which reflect the responsibilities of the role. Job descriptions will only be subject to review if there are significant changes to responsibilities.

## **8. Total remuneration**

8.1 In making decisions about appropriate levels of pay the total remuneration package will be considered.

8.2 All staff are offered the opportunity to enrol in the Teachers Pension or Local Government Pension schemes, dependent on eligibility. Employer contributions will be considered as part of the overall remuneration package.

8.3 The Trust does not operate any bonus or incentive schemes.

## **9. Benchmarking**

9.1 Consideration will be given to benchmarking information. Factors to be considered include, geographical location, size, challenge, for example, deprivation and/or high levels of SEN and pupil numbers.

9.2 External independent advice may be considered.

## **10. Ratios**

10.1 Remuneration decisions will not be made in isolation. Consideration will be given to ratios between the highest and lowest paid staff and remuneration arrangements of the wider Senior Leadership Team.

## **11. Pay and Performance**

11.1 Annual pay progression will be related to performance.

11.2 The process for annual pay determinations for the CEO and Executive Team are set out in the Executive Performance Procedure.